CHRISTIAN WORKER'S FILING SYSTEM

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P. O. Box 3122
Columbia, S. C. 29203

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NOTICE

The sheets in the CWFS notebook are not permanently bound because you will want to separate them as your filling system expands.

Each sheet is punched to fit the standard 6" x 9" loose-leaf notebook.

Each person is free to divide the sheets according to his own individual adaptation of the CWFS.

"A Ministry To Ministers"

is available to you as a representative of the CHRISTIAN WORKER'S FILING SYSTEM. The CWFS is the product of fifteen years of research and filing experience as a student, and then as a pastor, and finally as a college teacher. It is a simple and inexpensive filing system designed to guide ministers, teachers, seminary students and Christian workers in the systematic conservation of all their valuable materials.

Dr. J. Edward Hakes, Professor and Chairman of the Division of Christian Education at Trinity Evangelical Divinity School, has stated: "I would encourage every student to begin a filing system such as this one, and the earlier he can begin the better! Most systems are much too expensive and complicated. This one is very practical both in its use and price."

Mr. G. N. Cassidy, Editor of INNER WITNESS, Adelaide, South Australia, has commented: "I must commend you for preparing such a system that is simple and elastic to suit admirably the clergyman and the layman needs."

Rev. David B. Calhoun, President of the Jamaica Bible School of the West Indies Mission, has declared: "The CWFS has revolutionized my whole way of thinking."

Mr. Gordon Adams, an announcer with the Christian Broadcasting Association in Hawaii, has written: "I find the CWFS is the system for me. It really works! As a matter of testimony, I find it easy to draw radio material (poems, illustrations) for my programs from it. In fact, some of my friends have inquired about the system, after seeing it in my home."

THIS IS AN INVITATION to you to serve as a CWFS representative in your area. If you are interested, please fill out and mail the form below.

The commission provided for the representative is of substantial benefit in addition to the representative's reward of knowing that he is helping in the organization of many lifetimes of service. The response that you will receive from students and Christian workers in your area could be overwhelming!

CHRISTIAN WORKER'S FILING SYSTEM
Application

Please send me a Representative's Guide and contract. I desire to serve as a representative of the CWFS in the following area(s):

_____

TO:

Earl P. McQuay
P. O. Box 3122
Columbia, S. C. 29203

Name: _____

Address: _____

_____

_____

Be sure to use your ZIP CODE.

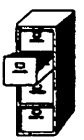
Introducing THE CHRISTIAN WORKER'S FILING SYSTEM

Don't give up on getting organized!

The CHRISTIAN WORKER'S FILING SYSTEM is

- SIMPLE
- COMPREHENSIVE
- INEXPENSIVE
- HIGHLY PRAISED

For facts at your fingertips!



Designed for
- All Christian workers
- Pastors
- Missionaries
- Teachers
- Students

THE PRODUCT OF YEARS OF RESEARCH AND FILING EXPERIENCE

Guides in the systematic conservation of

- Clippings
- Pamphlets
- Class notes
- Illustrations
- Books
- Outlines
- Visual aids
- Sermon outlines
- Lesson plans
- Articles

EVERYTHING TO STRUCTURE AND SYSTEMATIZE
THE CHRISTIAN WORKER

Every Christian worker needs a filing system that will enable him to conserve all valuable printed materials that come to his hand, plus the wealth of reading and research to which he devotes many precious hours.

Copyright by Earl P. McQuay

CHRISTIAN WORKER'S FILING SYSTEM includes . .

● **INSTRUCTIONS** — Detailed, simple, illustrated

Comprehensive, but not complicated

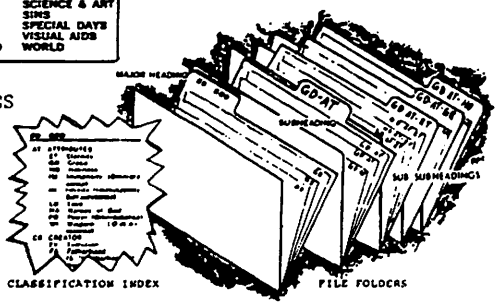
Compact--everything in a notebook the size of this sheet

● **CLASSIFICATION INDEX** — The "HUB" of the system

23 MAJOR HEADINGS in alphabetical order

B	BIBLE-TEXTUAL	HO	HOLY SPIRIT	PR	PROGRAMS
BI	BIBLE-TOPICAL	JE	JESUS CHRIST	RE	RELIGIONS
BO	BIOGRAPHY	LA	LANGUAGE &	SA	SALVATION
CH	CHURCH		LITERATURE	SC	SCIENCE & ART
ED	EDUCATION	LI	LIFE, CHRISTIAN	SI	SINS
ES	ESCHATOLOGY	MA	MAN	SP	SPECIAL DAYS
EV	EVANGELISM	MI	MISSIONS	VA	VISUAL AIDS
GO	GOD	MU	MUSIC	WO	WORLD

Folders in your files correspond to the Classification Index



SUBHEADINGS and SUB-SUBHEADINGS for every major heading

● **ALPHABETICAL INDEX**

Tells immediately where to FILE or to FIND anything according to the Classification Index

● **TABS**

perforated and self-adhesive, provided for both the large and the small files

● **SERMON FILE** — Complete instructions

Topical Index and Engagement Record sheets provided

● **BOOKS** — are set up according to the same Classification Index

Index sheets provided

ORDER FROM:

CHRISTIAN WORKER'S FILING SYSTEM

Post Office Box 3122
Columbia, South Carolina 29230

PRICE: $11.95

U.S. order add $2.00, Canada order add $6.00 for postage, handling, and check exchange.

Please enclose payment.

Guarantee: refund if not completely satisfied.

NAME _____
(PLEASE PRINT)

ADDRESS _____

_____

See your Representative . . .

Representatives wanted,
Check if interested _____

CHRISTIAN WORKER'S FILING SYSTEM INSTRUCTIONS

Every Christian worker needs a filing system that will enable him to conserve all valuable printed materials that come to his hand, plus the wealth of reading and research to which he devotes many precious hours. "Better to file than to pile!"

Your filing system should enable you to file every good thought that you read or hear, and every good original idea, so that when you study or are called upon to teach, preach, write, or give a devotional, you already will have at your finger tips a good collection of useable material.

The CHRISTIAN WORKER'S FILING SYSTEM is designed to guide the Christian worker in the systematic conservation of all large and small clippings, pamphlets, class notes, illustrations, and outlines. It organizes his library of books and visual aids, and all original sermon outlines and lesson plans.

Here is a simple system which will require only a small cost to set into action. It is comprehensive, but not complicated.

I. THE CLASSIFICATION INDEX

An eminent educator has made the emphatic statement: "To learn to classify is in itself an education."

A. PURPOSE

The Classification Index is the "hub" of the whole system. It classifies all human knowledge from the Christian worker's viewpoint. Its primary purpose is to tell you two things: 1) where to *file;* and 2) where to *find.* You will use it for organizing your large file, small file, lesson plans, original articles, and library of books. Only for sermons will you use different headings, which are listed in the Sermon Index. Actually, even the sermon headings are an adaptation of the Classification Index.

B. FEATURES

1. CATEGORY SYSTEM

The Classification Index is not restricted to a straight alphabetic listing of topics. It lists topics according to categories, first listing a major heading, then its subheadings, then sub-subheadings where needed.

2. ALPHABETICAL ORDER (within the category system)

All the major headings and the headings within each category are arranged in alphabetical order. The only exception is the arrangement of the headings under "Bible—Textual." Here the chronological divisions of the Bible are followed. There is an advantage also in having "Bible—Textual" to appear first in the file. The Christian worker probably will acquire approximately half as much material under this one heading as for all the other headings. It may easily be separated in the future and put in a separate file drawer. Notice that "Bible—Textual" is first in the Classification Index. Thus all your textual material comes first in your file, and all topical materials follow.

3. CODE SYSTEM

The code system is used for coding when filing an item as well as when making a cross-reference. The codes are formed of letters, not numbers. Letters have meanings, numbers do not. With only a few exceptions, the letters of the code are the same as the first two letters of the word represented. You will find that you automatically will remember most of the codes because of the use of letters rather than numbers.

4. EXPANSION FREEDOM

The system allows you to add headings wherever you desire. For instance, a children's worker may desire to add under EV-CH such sub-subheadings as: Methods, Organizations, and Worker's Personality and Qualifications.

However, don't add a heading unless you are completely justified in doing so. The present index has been worked and reworked for a number of years in determining what headings should be included in each case. Whenever a particular subheading has been omitted, the reason most likely is that you will not get enough material under that particular heading to warrant giving it a separate heading rather than filing it under its general main heading.

C. THE ALPHABETICAL INDEX

The Alphabetical Index (pink pages) lists hundreds of topics. By looking up any topic in this index, you can see right away where material on the subject should be filed according to the Classification Index. For instance, if you want to know where an article on drunkenness if filed, you may look up either "drunkenness," "alcohol," or "whiskey" (whichever word occurs to you), in the Alphabetical Index, and in either case you will be referred to SI-AL (Sins—Alcoholism) in the Classification Index.

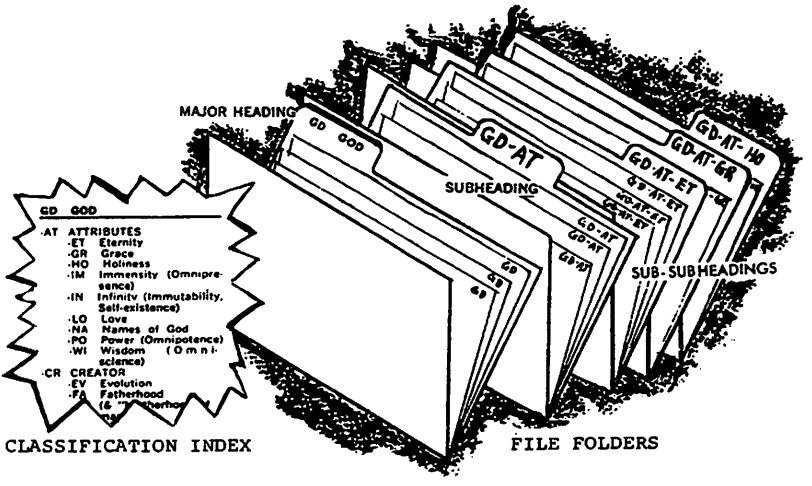
When two codes are given for one topic, you simply decide which one more specifically relates to the particular aspect of the topic as it is presented in the article that you are filing.

II. THE LARGE FILE

A. MATERIALS AND ARRANGEMENT

Three-cut, letter size folders are used in the Large File. To begin with, only 36 left-cut folders are needed. Stick the 36 large tabs (from the back section) onto the 36 left-cut folders.

The general arrangement for the large folders is one of co-ordination with the Classification Index. Thus: left-cut folders are for major headings; center-cut folders are for subheadings, and right-cut folders are for sub-subheadings.



The only exception to this arrangement is under "Bible—Textual," where the 13 subheadings are put on left-cut folders also. Thus the center-cut folders under "Bible—Textual" will be reserved for individual Bible books; and the right-cut folders, for chapter divisions. Also you will be prepared to make the best use of the 3-cut arrangement if and when you get enough material under "Bible—Textual" that you will want to put this section in a file drawer by itself.

Therefore, *all* 36 of the printed large tabs belong on left-cut folders; and these are the *only* headings that will go on left-cut folders.

B. PURPOSE

What do you file in the Large File? Any large leaflet, large clipping, class notes, etc. (but not your original lesson plans or sermons), that will not fit into the Small File (4" x 6").

C. FILING IN THE LARGE FILE

1. Decide upon the classification heading under which you should file the item.
2. Put the code symbol on the item, in the top, right-hand corner, according to the way that it will lie in the folder. An item is filed under a major heading alone when it is of a general nature and cannot be limited to any one of its subheadings. (See the illustration above).
3. File the item in the proper folder. All items are filed in the major heading folder until enough material is acquired on any sub-heading to warrant setting up a separate subheading folder. Remember: Fill-a-Folder-First!
4. When a major heading folder becomes filled, set up a subheading folder for the one subheading under which you have the most material. Further expansion may be made when necessary in either subheading or sub-subheading folders.

III. THE SMALL FILE

A. MATERIALS AND ARRANGEMENT

Three-cut, 4" x 6" index card guides are used in the Small File. To begin with, only 36 left-cut card guides are needed. Stick the 36 small tabs (from the back section) onto the 36 left-cut index card guides. For a cabinet for the small file, you may purchase a 4" x 6" file cabinet, or may simply use a cardboard or wooden box. A shoe box is quite satisfactory.

B. PURPOSE

Whereas the Large File is for all large items (larger than 4" x 6"), the Small File is for small items (4" x 6" and smaller).

Tracts, leaflets, small booklets, and clippings may be filed in the Small File. If it is not practical to fold a larger item, then file it in the Large File.

An original idea, or a quotation or outline from a book or speaker may be written or typed onto a 4" x 6" card and filed in the Small File.

For convenience in finding your *illustrations* when needed, you may limit *all* illustrations to the Small File. An illustration nearly always will be small enough for the Small File, or may be folded to fit the Small File. Illustrations may be marked "ILL." under the classification code; and all the illustrations under the same code may be kept together under that code.

C. FILING IN THE SMALL FILE

Small items are classified and filed in the Small File in the same manner in which large items are filed in the Large File.

For uniformity, put the classification code symbol in the top, right-hand corner, according to the way that it will lie in the file.

D. VERY SMALL CLIPPINGS

Probably you will collect a number of very small clippings. A small clipping may be pasted on a 4" x 6" card and filed in the Small File. But following is a better time-saving method of handling very small clippings.

After each of the 36 left-cut tabs in the Small File, put a small *folder*. A folded 5" x 8" card may serve the purpose; or you may prefer to cut small folders from large folders. In these folders you may file all very small clippings according to the particular headings under which they belong. And you will not need to paste the small clippings on 4" x 6" cards. Each small clipping should be coded individually.

IV. CROSS REFERENCE CARDS

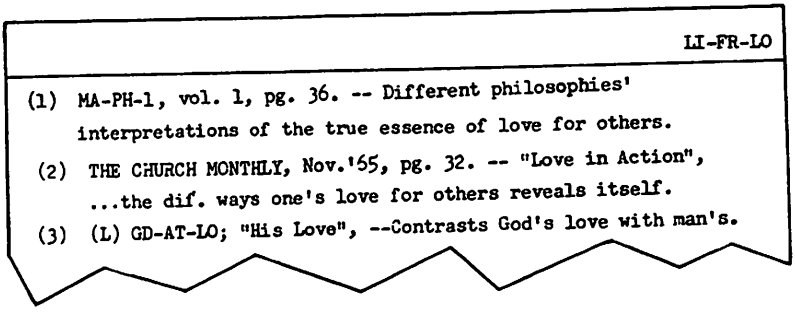
A. MATERIALS AND ARRANGEMENT

A stack of 4" x 6" *colored* index cards is needed for making cross-references. The colored cross reference cards may be kept separate on your desk or in the front of your small file. Having ready access to the cards, you may put more than one cross reference for a given heading on the same card. Or you may file a cross reference card in the small

file as you do any other small item. Its color will distinguish it as a cross reference card.

B. HOW TO CROSS REFERENCE

There are three types of items that you may wish to refer to by cross references. The cross referencing of these types is illustrated as follows:


LI-FR-LO
(1) MA-PH-1, vol. 1, pg. 36. -- Different philosophies' interpretations of the true essence of love for others.
(2) THE CHURCH MONTHLY, Nov.'65, pg. 32. -- "Love in Action", ...the dif. ways one's love for others reveals itself.
(3) (L) GD-AT-LO; "His Love", --Contrasts God's love with man's.

(1) An item contained in a *book* is the first type of material requiring cross referencing. MA-PH-1 is the code of the book (as discussed in Section V). If your books are not coded, simply list the title and author in place of a code. Next list the volume number (when it is one of a set), and the page number. Then write a brief memo describing the material.

(2) A *magazine article* that is not clipped, but is kept within the magazine may be cross referenced. List the name, date, and page number of the magazine. State the title, and then briefly describe the material.

NOTE: For the most part, one should clip and file the useable material from a magazine, and discard the rest of the magazine. But a person may want to keep intact all the copies of one or two particular magazines. For items in these he will want to use the cross reference cards.

(3) An *item in your file*, filed under one subject, which you may wish to cross-reference under another subject, is the third type of cross reference material. Indicate which file the material is in (L = Large File; S = Small File), which heading it is under, its title (if any), and a brief memo describing the material.

NOTE: As a rule, though, an item fits best under one subject, and should be put there and not cross referenced. In most cases, you will look under more than one heading anyway when looking for material.

V. BOOKS

For uniformity with your files and for effeciency in the use of your library, your books should be organized according to the Classification Index. There are different degrees to which one may go in organizing his books, as indicated in the following four steps. You should follow at least step "A" at first. You may proceed into steps "B," "C," and "D" as you desire in the future. The "Book List Sheets" (green, CWFS form 1) are provided for step "D."

A. ARRANGE THE BOOKS ON THE SHELVES

Your library of books, whether small or large, may be organized on the book shelves according to the order of headings in the Classification Index. The "Bible—Textual" books are placed first, in proper order according to the subheadings and sub-subheadings in the Classification Index. Next, the "Bible— Topical" books are placed, and etc.

B. DIVIDE THE SECTIONS

To indicate the division between each section (e.g.: between "Bible—Textual" and "Bible—Topical," etc.), some kind of marker may be used, with the code and/or heading of the section on each marker. Cardboard, handkerchief boxes, or etc., may be used for the markers.

C. CLASSIFY EACH BOOK

On each book may be marked the classification of the book. This should be done on the inside cover underneath your name in each book, as well as on the outside facing of the book.

For coding the outside of books, regular library book-marking materials may be used. A new idea that provides simple and neat book-marking is the use of a plastic labeling machine ("Dymo Instant Label-maker," Dymo Industries, Inc.; Berkeley 10, California) which may be purchased in the dime-store or office supply store.

NOTE: If one goes as far as this step ("C") in organizing his books, he should go ahead and include step "D" at the same time.

D. GIVE EACH BOOK AN INDIVIDUAL CODE NUMBER

BOOK LIST SHEET CLASSIFICATION HEADING BI

BREAK-DOWN SYMBOL	BOOK NUMBER Sets 1-19	BOOK NUMBER Singles 20-49	BOOK NUMBER Paper-backs 50—	TITLE OF BOOK
-TH	1			Systematic Theology, Hodge(2 volumes)
-ST			50	How to Study Your Bible, Keiper
-TH		20		Systematic Theology, Berkhof
-EN	1			Internat. Stand. Bi. Encyclopedia(5 vol.)
-TH	2			Systematic Theology, Strong(2 vol.)
-LA-AT		20		Baker's Bible Atlas
-TH		21		What the Bible Teaches, Torrey
-TH			50	Thinking With God, Camp
-CO		20		Young's Analytical Concordance
-TH		22		Lectures in Systematic Theology, Thiessen

1. Write the title of each book on the proper Book List Sheet, according to its classification. The author may be listed also if desired. See the illustration above. One Book List Sheet should be set up for each of the 37 headings (including B-G).
2. Record the break-down symbol (subheadings).

3. Give each book its own number (distinct from every other book under the *same break-down* symbol).

   NOTE: To distinguish the *kinds* of books, and to enable you to arrange your books neatly on the shelf according to these three kinds, reserve the numbers as follows:

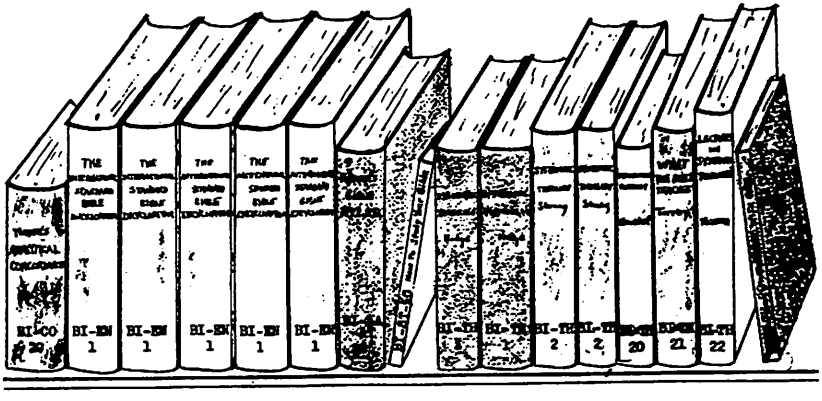
   #1-19 — Multiple volume sets;
   #20-49— Single volume books;
   #50-up— Paperback pamphlets and booklets.

4. Put the classification symbol (full code) and number on the inside front cover of the book.
   Inexpensive book plates for the inside of books may be had by ordering a supply (500 or 1,000) of the address labels advertised in many household magazines. The copy specified for the label should be: "LIBRARY OF" with your name on the second line. If the large size is ordered, the blank space at the bottom can be used for recording the code of the book.

5. Mark the outside of each book with its classification symbol and number.

6. Put each book on the library shelf in its proper place according to its classification symbol and number, as illustrated below.

   NOTE: All the paperback books in the "50" category may be lined up on a separate shelf. Thus all pamphlets, booklets, and paperbacks would be together, giving a neat appearance to your library shelves. Yet they would still be in order according to their classification symbols and individual numbers.



VI. LESSON PLANS

Thus far we have covered the filing of material that is not original with you. Now we come to consider your original work—lesson plans, printed articles, and sermons.

All lesson plans should be put on large notebook paper rather than index cards, since the body of material is large enough to warrant large pages. These should be filed in a large notebook just for lesson plans, and

should be indexed according to the Classification Index. You may keep all lesson plans in the same notebook, using a divider tab for each subject, until the notebook gets full enough to require the use of other notebooks also.

A series of lesson plans for an extended course (e.g.: for a Bible school, etc.) may be kept in its own individual notebook. The title and classification code of each series may be put on the outside of the notebook with a plastic label as suggested for books above.

VII. ARTICLES

You may desire to keep a separate notebook for all original articles which you write for magazines, church papers, etc. Classify and file these the same way in which you handle lesson plans. You may clip a whole magazine page, punch holes in it, and attach it to the rings in the binder. Or you may paste a smaller article on a notebook sheet and put it in the notebook.

VIII. SERMON FILE

A. MATERIALS AND ARRANGEMENT

The materials needed for the sermon file are:

1. Notebook, 3 rings, approximately 6 3/4" x 9" (the size that this page fits).
2. A supply of 5" x 8" index cards (plain on both sides). These should be punched with three holes to fit the notebook.
3. Five dividers with tabs to fit the notebook.
4. The supply of Sermon File Sheets (20—Topical Index; 20—Engagement Record).

Arrange the five divider tabs in the notebook for the following headings. These may be rearranged and adapted as your sermons increase.

1. ENGAGEMENT RECORD
2. TOPICAL INDEX
3. SERMON OUTLINES
4. TEXTUAL INDEX
5. SERMON IDEAS (and paper supply)

Behind tab #1 put the Engagement Record Sheets. Behind tab #2 put the Topical Index Sheets. Behind tab #5 put the supply of 5" x 8" index cards. Also behind tab #5 may be kept notebook paper for recording and developing sermon ideas.

B. PURPOSE

The purpose of the Sermon File is:

1. To file all sermon outlines in topical order.
2. To index each sermon topically and textually.
3. To keep a record of every preaching engagement—including the place, the date, and the sermon preached.

4. To serve as a workshop for recording and developing sermon ideas.

C. USING THE SERMON FILE

Use the five sections of the Sermon File as follows:

1. ENGAGEMENT RECORD

In this section simply list each preaching engagement, giving the place and date, sermon symbol and number (discussed in the next paragraph), and the title of the sermon. This chronological listing of preaching engagements not only serves as a preaching diary, but is a good check against preaching the same message twice in one place. For this section the yellow pages entitled "Engagement Record" are used.

2. TOPICAL INDEX

At the top right of 17 Topical Index Sheets put the 17 headings (respectively) of the Sermon Index.

Enter each sermon first in the Topical Index and give it its individual sermon classification symbol (as below).

SERMON FILE – TOPICAL INDEX

CLASSIFICATION HEADING: ATT

SERMON NUMBER	TEXT	SERMON TITLE
1	Psa. 42:1,2	"As The Hart Panteth"
2	Mk. 14:3-11	"Why This Waste?"
3	1 Tim. 4:1-16	"Sold Out To Jesus"
4	---	"Lord Of All"

A special page may be kept at the front of the Topical Index for listing special series of sermons. Thus all the codes of a complete series may be listed together although the actual sermon outlines may appear in different places.

3. SERMON OUTLINES

The actual copy of each sermon outline should be written or typed on one of the punched 5" x 8" index cards. If more than one card is needed for an outline (nearly always one card is sufficient), two cards may be hinged with scotch tape.

The classification code and number given a sermon in the Topical Index should be printed in red at the top, right corner of the outline of the sermon.

The sermon outlines should be kept in the "Sermon Outlines" section of the notebook, in alphabetical and numerical order.

When you have compiled a large number of sermon outlines in your sermon file, you may desire (and need) to use a separate notebook or set of notebooks for the outlines themselves. You may desire to have one notebook to include your Engagement Record, sermon idea work shop

section, and all your best and most useable sermon outlines. This will be especially useful on week-end and week-long preaching engagements.

4. TEXTUAL INDEX

The Topical Index and Engagement Record should be set up from the beginning of your preaching career. But the Textual Index is not as necessary as these. It can be set up at any time, or may never be included in your Sermon File.

The purpose of the Textual Index is simply to list all your sermons according to their *texts*. Thus you would be able to see at a glance the text, title, and location of all your sermons on a given book of the Bible.

To begin a Textual Index, set up a sheet for each of the nine divisions of the English Bible (as listed under "Bible—Textual" in the main Classification Index). The same sheet used for the Topical Index may be used for the Textual Index also. Next, enter each sermon in the Textual Index, according to its text, and note the title and the same classification symbol and number that was given to it in the Topical Index.

5. SERMON IDEAS (and paper supply)

This section may be used for jotting down any sermon ideas that come to you. When you have developed the idea and have written up the full sermon outline, discard the original idea notes. The final outline should be filed as instructed under "Sermon Outlines" above.

In this section may also be kept extra notebook paper and 5" x 8" cards.

D. THE WOMAN'S USE OF THE SERMON FILE

A woman may make as such good use of the Sermon File as does a man. The Topical Index may be used for classifying devotionals, ladies' talks, missionary talks, and any other messages which she develops and presents. The Engagement Record may be used for recording all the engagements for which she presents a talk of any kind. In this way the Sermon File will be as valuable to the female Christian worker as it is to the male.

IX. SAMPLE TRACT FILE

Tracts kept for their useable subject-matter should be filed under the proper heading in the regular small file. But "sample tracts" (samples of tracts that you may wish to order for distribution or draw from when you need a tract for some specific need in witnessing, correspondence, etc.) should be filed in a separate 4" x 6" file that is set up according to the Sermon Index. Any of the headings could be divided into sub-headings as needed, according to the main Classification Index. A shoe box is a very satisfactory container for the Sample Tract File. 4" x 6" index guide cards may be used for dividers.

X. FURTHER AREAS OF FILING

There are certain areas in which you may need a filing system and for which no provision has been made in this system, because of the nature

of the case. More usually these areas will be: correspondence, current business, catalogs, and visitation records. Reserve a separate drawer or section of your file for these areas. Do not mix these personal materials with your topical and textual files.

A. CORRESPONDENCE FILE

It is a good practice to keep all letters that you receive and carbon copies of letters that you write. These should be filed in a convenient manner according to the needs in your particular situation. You may file correspondence either *alphabetically* or *categorically*. Possible categories for a minister are:

Business
Denominational
Family
Missionaries (alphabetical order)
Mission Boards
Mission Boards
Pastors
School (alumni & faculty of your alma mater)
Speakers, Evangelists, etc.
Other

B. CURRENT BUSINESS

In each situation of service that you are engaged, you will find it necessary to revise your file on current business. Possible categories for a minister are:

Board Matters (Deacons or Elders)
Building Ideas & Plans
Membership Records
Publications (of the church)
Sunday School
Young People's

C. CATALOGS

You may organize your catalogs for future reference according to the types that you collect. It is a good idea to keep all catalogs in boxes, with the names of the catagories printed on the outside. Shirt boxes are good for this. Catalogs come in all sizes—thick, thin, large and small—and are difficult to keep neatly otherwise.

Possible catagories for catalogs are:
A-V Aids
Equipment
Printing Info. and Forms
Publications (Books, etc.)
Schools and Colleges

D. PASTOR'S VISITATION FILE

Visitors' cards are one of the main sources for finding the prospects of one's church. These should be distributed to all new visitors, and they should be asked to place the cards in the offering plate. A member of the church can be enlisted to send follow-up cards to visitors each week, using the visitors' cards and then returning them to the pastor.

Non-prospects should be kept in a separate stack or file. But prospects should be filed in a prospects' file, preferably a small, portable box, so that the pastor may carry the file with him when making calls. The prospects' file should be divided according to the sections of the city. This is convenient for the pastor when he is visiting in a certain section.

The letter-code of the proper section should be written at the top of each card, for convenience in finding and in re-filing.

Following are examples of map divisions used for one church:

C—Church (The church was located in this section).

E—East of Trail (The S. Tamiami Trail divided the church section from this section. Since it was East of the Trail, it was given this code.)

O—Osprey and Orange Streets (These were the two main streets that ran through this section).

SG—South Gate (This was a large sub-division which made up a separate section.)

Etc.

A small map, showing these divisions and their boundaries, could be kept in the front of the file. Also a map of the whole city, showing these divisions and all the streets within them, could be kept in the file.

Letters serve better than Roman Numerals, since they are more meaningful, and easier to remember. This gives added efficiency.

Information on the prospects and records of visits made could be conveniently recorded on the backs of the cards themselves.

XI. PRACTICALITY AND PORTABILITY OF A FILING SYSTEM FOR MISSIONARIES

Sometimes the practicality of a filing system for a missionary is questioned. The answer to the objection is simply: a missionary should take in a filing system only those materials that he would take if he had no filing system. The only difference would be that with a filing system those materials would be organized and therefore more useable.

Some Christian workers prefer to file in notebooks rather than in folders since notebooks are more easily moved about. Yet it should not be thought that one's filing system needs to be as portable as his Bible or purse. No evangelist, for instance, needs to carry his filing system with him on his itinerary. It no doubt will be kept at home in his study.

The sermon notebooks and lesson plan notebooks described in this system are portable. And any portion of the file that a person desires to carry with him on some trip may be withdrawn from the file drawer and returned later.

One missionary used a foot-locker for a file-cabinet, and thereby was able to use folders though she would be moving periodically.

There are many materials that are difficult to adapt to a notebook without a lot of pasting being involved.

If one should desire to use notebooks rather than folders, he may use the same system of classification as presented in the topical and textual filing system presented herein. The notebooks could be classified and indexed in a similar manner as the folders would be. And divider tabs could be used for subheadings.

CLASSIFICATION INDEX

Christian Worker's Filing System

MAJOR HEADINGS

B	BIBLE-TEXTUAL	HO	HOLY SPIRIT	PR	PROGRAMS
BI	BIBLE-TOPICAL	JE	JESUS CHRIST	RE	RELIGIONS
BO	BIOGRAPHY	LA	LANGUAGE & LITERATURE	SA	SALVATION
CH	CHURCH	LI	LIFE, CHRISTIAN	SC	SCIENCE & ART
ED	EDUCATION	MA	MAN	SI	SINS
ES	ESCHATOLOGY	MI	MISSIONS	SP	SPECIAL DAYS
EV	EVANGELISM	MU	MUSIC	VA	VISUAL AIDS
GD	GOD			WO	WORLD

"BREAK-DOWN" (MAJOR HEADINGS WITH SUBHEADINGS)

B BIBLE—TEXTUAL

(Under "B" file material covering both testaments. But subdivide your books as follows:

-G GENERAL
- -B Biography
- -C Commentaries
- -H Handbooks
- -I Introductions
- -R Reference Bibles
- -S Surveys)

-O OLD TESTAMENT
-OB BIOGRAPHIES, O. T. (Place in alphabetical order)
-OL LAW
- -Gn, -Ex, -Lv, -Nm, -Dt.

-OH HISTORY
- -Js, -Jd, -Rt, -1S, -2S, -1K, -2K, -1Ch, -2Ch, -Ez, -Ne, -Es.

-OW WISDOM
- -Jb, -Ps, -Pr, -Ec, -SS.

-OP PROPHECY
- -Is, -Jr, -Lm, -Ek, -Dn, -Hs, -Jl, Am, -Ob, -Jo, -Mc, -Na, -Hk, -Zp, -Hg, -Zc, -Ml.

-N NEW TESTAMENT
-NB BIOGRAPHIES, N. T. (except Christ and Paul; in alphabetical order)
-NG GOSPELS
- -Mt, -Mk, -Lk, -Jn.

-NA ACTS
- -P Paul's Life

-NE EPISTLES OF PAUL
- -Rm, -1C, -2C, -Gl, -Ep, -Pp, -Cl, -1Th, -2Th, -1Tm, -2Tm, -Tt, -Pm.

-NO OTHER EPISTLES
- -Hb, -Jm, -1P, -2P, -1Jn, -2Jn, -3Jn, -Ju.

-NR REVELATION

BI BIBLE—TOPICAL

-BU BUILDINGS
- -HO Homes
- -PA Palaces
- -SY Synagogue
- -TA Tabernacle
- -TE Temple

-CH CHRONOLOGY
-CO CONCORDANCE
-DI DICTIONARY
-EN ENCYCLOPEDIA
-HA HARMONY
-HE HERMENEUTICS
- -EX Exegesis
- -LA Language
- -PA Parables
- -PR Prophecy
- -SY Symbolism
- -TY Typology
- -WR Wrong Approaches

-IN INSPIRATION
- -CA Canon
- -HI Higher Criticism
- -IN Influence
- -MA Manuscripts
- -RE Revelation
- -SC Science & Scripture
- -TE Textual Criticism

-LA LANDS, BIBLE (History & geography)
- -AN Antiquities
- -AR Archaeology
- -AS Asia Minor, Greece
- -AT Atlas, Maps
- -EG Egypt
- -FE Features (rivers, mts., etc.)
- -HI Historical survey
- -JE Jerusalem
- -ME Mesopotamia
- -PA Palestine
- -PE Persia

-SP SPECIAL TOPICS (animals, calendar, measures, numerology, etc.)
-ST STUDY
-TH THEOLOGY
- -AP Apologetics
- -AR Arminianism
- -CA Calvinism
- -CO Covenant
- -DI Dispensationalism
- -HI History of theology
- -PR Problems in Scripture & theology
- -RE Redemption, Progress of

-TO TOPICAL BIBLES (& Bible cross reference books)
-TR TRANSLATIONS (& Scripture portions)
-WO WORD STUDIES (See also the particular subjects)

BO BIOGRAPHY

(Use the last name of each person for the sub-subheading)
-CH CHRISTIAN PERSONALITIES
-MI MISSIONARIES
-PR PREACHERS
-RU RULERS
-VA VARIOUS OTHERS

CH CHURCH & MINISTER

-AD ADMINISTRATION
- -CO Constitution
- -DI Discipline
- -FI Finance
- -FU Function
- -OR Organization
- -PA Parlimentary Procedure

-AT ATTENDANCE
-CR CREEDS & COVENANTS
-HI HISTORY
- -EA Early (A. D. 30-590)
- -FO Founding
- -MI Middle Ages (A.D. 590-1517)
- -MO Modern (A.D. 1517____)
- -RE Reformation

-OR ORDINANCES
- -BA Baptism
- -LO Lord's Supper

-PA PASTORAL THEOLOGY
- -CA Call to Preach
- -CO Counselling
- -FU Funerals
- -LI Life (Character & Duties)
- -PR Preaching (its place & history)
- -TR Treatment of Minister
- -WE Weddings
- -WI Wife, Minister's

-PR PROMOTION
-ST STATE & CHURCH RELATION

ED EDUCATION

-AC ACCREDITATION ASSOCIATIONS
-BI BIBLE IN PUBLIC SCHOOLS
-CH CHRISTIAN SCHOOLS (Nursery through High School)
-CO CORRESPONDENCE COURSES
-FI FIELDS OF LEARNING
-HI HISTORY OF RELIG. ED.
-LI LIBERAL ARTS CHRISTIAN COLLEGE
-PE PEDAGOGY IN THE BIBLE
-PH PHILOSOPHY OF EDUCATION
-PR PRINCIPLES OF TEACHING
-SE SECULAR SCHOOLS
-SU SUNDAY SCHOOL
- -CA Calendar
- -CU Curriculum
- -DE Departments
- -LI Literature
- -OR Organization

-TE TECHNIQUES & METHODS
- -DB Debating
- -DE Demonstration
- -DI Discussion
- -LE Lecture
- -NO Notebook
- -PA Panel

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-PR Project
-QU Question-Answer
-RC Recitation
-RE Research
-ST Storytelling
-SY Symposium
(Also see PR & VA)
-TH THEOLOGICAL SCHOOLS
-BI Bible College
-SE Seminary
-TR TRAINING OF TEACHERS
-TU TRAINING UNIONS
(Sun. eve. expressional training groups)

ES ESCHATOLOGY

-AN ANGELOLOGY
-DE Demonology
-SA Satan
-AP APOSTASY
-CH CHURCH AGE
-DE DEATH
-HA HADES, HELL
-HE HEAVEN
-IM IMMORTALITY
-IN INTERMEDIATE STATE
-JE JEWS
-JU JUDGMENTS
-MI MILLENNIUM
-PR PROPHECY
-RA RAPTURE (& Glorification)
-RE RESURRECTION
-SE SECOND COMING
-SI SIGNS OF THE TIMES (& Last Days)
-TR TRIBULATION
-AN Antichrist
-AR Armageddon
-VI VIEWS OF ESCHATOLOGY

EV EVANGELISM

-CH CHILDREN'S WORK
-CL CLUBS & CAMPS
-AD Administration
-OR Organizations
-PR Programs
-CO COMPASSION & ZEAL
-FO FOLLOW-UP
-IN INVITATION
-LI LITERATURE
-MA MASS EVANGELISM
-OP OPEN AIR EVANGELISM
-PE PERSONAL EVANGELISM
-RA RADIO & TELEVISION
-SE SERVICEMEN (& Chaplaincy)
-TE TEAMS, GOSPEL
-VI VISITATION
-YO YOUTH WORK
-IV Inter-varsity Christian Fellowship
-YFC Youth For Christ
(List other organizations by initials also)

GD GOD

-AT ATTRIBUTES
-ET Eternity
-GR Grace
-HO Holiness
-IM Immensity (Omnipresence)
-IN Infinity (Immutability, Self-existence)
-LO Love
-NA Names of God
-PO Power (Omnipotence)
-WI Wisdom (Omniscience)
-CR CREATOR
-EV Evolution
-FA Fatherhood (& "brotherhood of man")
-NA Nature, God revealed in
-EX EXISTENCE
-NA NATURE
-PE Personality
-SP Spirit
-TR Trinity
-UN Unity
-SO SOVEREIGN RULE
-LA Laws of God (Moral, Civil, Ceremonial)
-PR Providence
-VI VIEWS
-AG Agnosticism
-AT Atheism
-DE Deism
-DU Dualism
-PA Pantheism
-PO Polytheism

HO HOLY SPIRIT

-BA BAPTISM & INDWELLING
-DE DEITY
-FU FULNESS (Control of Christian)
-GI GIFTS
-HE Healing
-TO Tongues
-IN INFILLING & ANOINTMENT
-NA NAMES
-OF OFFENCES AGAINST
-PE PERSONALITY (& Existence)
-SY SYMBOLS
-WO WORK

JE JESUS CHRIST

-CH CHARACTER (Perfection, Personality)
-DE DEITY (Pre-existence, Theophanies)
-GL GLORIFICATION (Kingship, Messiahship)
-HU HUMANITY (Childhood, Incarnation, Virgin Birth)
-LI LIFE
-MI MIRACLES (Inclu. Modern Miracles question)
-PA PASSION (Trial & Death)
-PR PRESENT MINISTRY (Intercession, Priesthood)
-RE RESURRECTION (Appearances, Ascension)
(See also ES-SE & B-NG)

LA LANGUAGE & LITERATURE

-AR ARAMAIC
-BI BIBLIOGRAPHY
-BO Book Lists
-CH Children's Books
-CO Collected Works
-EN Encyclopedias
-FN Fiction, Non-religious
-FR Fiction, Religious
-HU Humor
-IL Illustrations
-PO Poetry
-PR Proverbs & Quotes
-SE Sermons, Collections
-ST Statistics (Almanacs, etc.)
-YO Young People's Books
EN ENGLISH
(Dictionaries, Rhetoric, Grammar, Vocabulary)
-FO FOREIGN LANGUAGES
-GR GREEK (Grammar & Lexicon)
-HE HEBREW (Grammar & Lexicon)
-HI HISTORY OF LANGUAGE
-LA LATIN
-LI LINGUISTICS & TRANSLATION
-PR PRINTING (Mimeograph & Typing)
-PU PUBLICATIONS
-RE READING RULES
-SC SCIENCE, LIBRARY
-SP SPEECH
-CO Communication
-DE Delivery (& appearance)
-HO Homiletics
-PR Preparation
-RE Reading in Public
-WR WRITING

LI LIFE, CHRISTIAN

-AT ATTITUDES (toward God)
-AP Appropriation (Know & Reckon)
-DE Desire (& Devotion)
-OB Obedience (Discipleship)
-SU Surrender (& Self-denial)
-TR Trust (Faith)
-BI BIBLICAL STANDARD (Command, Description, Example)
-FR FRUIT OF THE SPIRIT (Include antonyms)
-FA Faithfulness
-GE Gentleness (attitude
-GO Goodness (act)
-HU Humility
-JO Joy
-LO Love
-PA Patience
-PE Peace (& Comfort)
-SE Self-control
-GU GUIDANCE & the Will o God
-IN INFLUENCE (Example Testimony)
-ME MEANS OF GRACE (See also the particula subjects)
-PR PRAYER
-AN Answers
-CO Conditions for Answer
-IN Intercessory Prayer
-PO Power in Prayer
-QU Quiet Time (Devotions)
-SC Scripture Prayers
-WO Worship (Meaning & Means)
-RE REVIVAL (Meaning, Revivals in History)
-SA SANCTIFICATION & HOLINESS (the doctrine)
-CR Crisis & Process
-GR Growth
-PR Provision, God's
-UN Union with Christ
-ST STEWARDSHIP
-MO Money (Tithing)
-TA Talents
-TI Time
-VI VICTORY over Temptation & Sin
-BA Backsliding
-SE Secret Sins
-SP Separation (See also SI-WO)
-TE Temptation

MA MAN

-AN ANTHROPOLOGY
-FA FAMILY RELATIONSHIP
-AL Altar
-CH Christian Home
-DI Divorce
-LO Love & Courtship
-MA Marriage & Sex Education

-PR Problems in the Family
-NA NATURE OF MAN
-CO Conscience
-DI Dichotomy & Trichotomy
-IM Image of God (& Original State)
-SO Soul
-PH PHILOSOPHY (Systems)
-ET Ethics
-HU Humanism
-MA Materialism
-PS PSYCHOLOGY
-CH Child Psychology
-LE Leadership (Influence & Salesmanship)
-ME Mental Accomplishment (Imagination, Reason, etc.)
-PE Personality (Human traits, Temperament, etc.)
-PH Phenomena, Psychic
-PS Psychiatry (Abnormal Psychology)
-TE Tests
-SO SOCIOLOGY
-AG Aged, The
-HA Handicapped
-JU Juvenile Delinquency (& Studies on Youth)
-LA Law & Order (Crime & Punishment)
-PO Population
-WE Welfare
-RA Race Relations
-RU Rural Life
-UR Urban Life

MI MISSIONS

-CH CHALLENGE (Appeal, Call, Gt. Commission)
-FI FIELDS (Include History & Geography)
-AF Africa
-AS Asia, Southeast (Afghanistan to Viet Nam)
-AU Australia & New Zealand
-CA Canada, Greenland Iceland
-CE Central America (Mexico & Caribbean)
-CH China, Formosa, Hong King
-EU Europe
-IN India
-IS Israel (& the Jews everywhere)
-JA Japan
-KO Korea
-NE Near East (Turkey & Egypt to Iran)
-PA Pacific Islands
-RU Russia (all USSR)
-SO South America
-US United States
-LE LETTERS OF MISSIONARIES (Methods)
-LI LIFE, MISSIONARY'S
-PO POLICIES & PRACTICES
-PR PROMOTION & SUPPORT
-QU QUALIFICATIONS & PREPARATION
-SO SOCIETIES (Use the initials of the Boards for subheadings; File in alphabetical order)
-ST STATISTICS (For Specialization, see subheadings under EV, LA, MU & SC, etc.)

MU MUSIC

-AP APPRECIATION
-CH CHRISTMAS MUSIC
-CO COMPOSITION
-DI DIRECTING & SONG-LEADING
-EA EASTER MUSIC
-HI HISTORY OF MUSIC
-IN INSTRUMENTS
-MI MISSIONARY & MUSIC (Copyrights, National music, Translation)
-SA SACRED MUSIC
-CH Choruses
-HY Hymns
-IN Instrumental Selections
-JU Juvenile Hymns
-VO Vocal Selections (Choir, Trio, Solo, etc.)
-SE SECULAR MUSIC (Inclu. evils of modern music)
-SO SOCIAL & FUN SONGS
-TH THEORY
-VO VOICE TRAINING

PR PROGRAMS

-AT ATHLETICS, SPORTS
-BA BANQUETS & PICNICS
-CA CAMPAIGN & CONFERENCE
-CO CONTESTS (& Bible Quizzes)
-DE DECORATIONS
-DR DRAMA
-GA GAMES
-MU MUSIC FESTS & CONCERTS
-PE RETREATS
-SE SEASONAL PROGRAMS
-SO SOCIAL (Fellowship, Party)
-SP SPECIAL OCCASIONS (Showers, etc.)
-WO WORSHIP PROGRAMS
-YO YOUTH PROGRAMS

RE RELIGIONS

-CO COMPARATIVE RELIGIONS
-AN Animism
-BR Brahmanism (Hindu)
-BU Buddhism
-CO Confucianism
-GR Greek Orthodox
-IS Islam
-JU Judaism
-MY Mythology
-RO Roman Catholicism
-SH Shinto
-CU CULTS & ISMS
-AD Adventists, Seventh Day
-AS Astrology
-BA Bahaism
-CH Christian Science
-JE Jehovah's Witness
-MO Mormonism
-SC School, Unity
-SE Secret Societies
-SP Spiritism
-SW Swendenborganism
-TH Theosophy
-UN Unitarianism
-DE DENOMINATIONS (& Protestantism
-AM Amish & Mennonite
-AS Assembly of God
-BA Baptist
-BR Brethen
-CC Church of Christ
-CMA Christian & Missionary Alliance
-CO Congregational
-DI Disciples of Christ
-EP Episcopal
-GO God, Church of
-IN Independent & Interdenomination (Churches & interchurch fellowships)
-LU Lutheran
-ME Methodists
-NA Nazarene
-PE Pentecostal
-PR Presbyterian
-RE Reformed
-QU Quaker (Friends)
-SA Salvation Army
(Sub-divide above groups according to your interest)
-MO MODERN ISSUES
-EC Ecuminicism
-EV Evangelical-Fundamental Issues
-LI Liberalism
-NE Neo-Orthodoxy
-UN Unity & Division (Basis of Unity, Compromise, Contending for the Faith)

SA SALVATION

-AD ADOPTION
-AS ASSURANCE
-CA CALL
-CO CONVERSION
-FA Faith
-LE Legalism
-RE Repentance
CR CROSS (Atonement, Views)
-EL ELECTION (Free will, Decrees, Predestination, Theological systems as related)
-GR GRACE vs. LAW
-JU JUSTIFICATION (Forgiveness, Propitiation, Reconciliation)
-RE REGENERATION (New Birth)
-SE SECURITY (& Perseverance & Witness of the Spirit)
-TE TESTIMONIES

SC SCIENCE & ART

-AG AGRICULTURE
-AN ANIMAL HUSBANDRY
-AR ART (Inclu. Displays, Photography, Sculpture)
-AS ASTRONOMY (& Climatology & Meteorology)
-BI BIOLOGY (Botony & Zoology)
-BU BUILDING
-CH Churches
-ED Educational Buildings
-HO Houses
IN Interior Decoration
-LA Landscape Gardening
-MA Materials, Equipment, Maintenance
-CH CHEMISTRY
-CO COMMUNICATIONS (Radio, Television, Telephone
-CR CRAFTS (Carpentry, Ceramics, Handcraft)
-EC ECONOMICS (Free Enterprise, Budgets, Social Security, Taxes)
EN- ENGINEERING (Civil Manufacture, Inventions)
-GE GEOLOGY (Chronology, Paleontology)

-HE HEALTH (Calesthenics, Hygiene, Medicine, Nutrition)
-HO HOME ECONOMICS (Beauty, Clothing, Cooking, Etiquette)
-MA MATHEMATICS (Weights & Measures)
-OC OCCUPATIONS (& Armed Forces & Unions)
-PH PHYSICS (Electricity, Nuclear, Sound, etc.)
-TR TRANSPORTATION (Automotive, Aviation, Navigation)

SI SINS

-AL ALCOHOLISM
-CO COVETOUSNESS
-EX EXCUSES
-FA FALL OF MAN
  -GU Guilt & Conviction
  -NA Nature of Sin (Depravity)
-GL GLUTTONY
-HY HYPROCRISY
-LY LYING (Deceit)
-IM IMMORALITY
-MU MURDER
-NA NARCOTICS
-PR PROCRASTINATION
-ST STEALING
-SW SWEARING (& Blasphemy)
-WA WARNING
-WO WORLDLINESS & AMUSEMENTS (Inclu. Principles concerning questionable practices)
  -CA Card Playing
  -DA Dancing (See also MU-SE)
  -LI Literature
  -MO Movies (Hollywood)
  -TE Television (Control & Evils)
  -TO Tobacco

(Put sinful attitudes—discord, gossip, etc.—under LI-FR)

SP SPECIAL DAYS

-AN ANNIVERSARIES
-BI BIRTHDAYS
-CH CHRISTMAS
-EA EASTER (Inclu. related days)
-FA FATHER'S DAY
-FL FLAG DAY
-IN INDEPENDANCE DAY
-LA LABOR DAY
-ME MEMORIAL DAY
-MO MOTHER'S DAY
-NE NEW YEAR'S
-SA SABBATH ("Lord's Day")
-TH THANKSGIVING
-VE VETERANS DAY

VA VISUAL AIDS

-AU AUDIO
  -RE Records
  -TA Tapes
-BO BOARDS
  -BU Bulletin
  -CH Chalk
  -FL Flannel
-CH CHARTS (Diagrams, Posters)
-DR DRAWING (Chalk talks, "How to," etc.)
-FG FLANNELGRAPH
  -BA Backgrounds
  -OV Overlays
  -SO Songs
  -ST Stories *
  -VE Verses, Scripture (File in Scriptural order)
-FL FLASH CARDS
  -SO Songs
  -ST Stories *
  -VE Verses, Scripture
-HA HANDWORK (Also see SC-CR)
-IN INSTRUCTIONS (on A-V aids & equipment)
-MI MISSIONARY CURIOS
-MO MODELS
-OB OBJECT LESSONS
-PI PICTURES
  -AC Accidents
  -AN Animals
  -AP Appliances
  -BI Bibles
  -BO Books of Pictures
  -BU Buildings
  -CH Churches & Worship
  -EV Events Bible (O.T., N.T.)
  -FL Flowers
  -FO Food & Fruit
  -FU Furniture
  -IL Illustrations & Cartoons
  -JE Jesus
  -PB People, Babies
  -PC People, Children
  -PF People, Foreign
  -PP People, Professional
  -PY People, Young
  -SC Scenic
  -SK Sketches (for Drawing, Mimeograph, etc.)
  -SP Sports
  -TR Transportation
  -VA Various & Odd
-PU PUPPETS
-PR PROJECTED MATERIALS
  -FL Film
  -FS Filmstrip
  -OP Opague Projector
  -SL Slides
  -ST Stereogram
-ST STORIES & STORY-BOOKS *

For maps see WO-MA & BI-LA.

* For a further break-down here, use the headings listed in the Sermon Index. Divide Bible into Textual & Topical, & sub-divide Bible-Textual according to the Classification Index.

WO WORLD

(Put history & geography info. about specific countries under MI-FI)

-GE GEOGRAPHY
  -CU Customs (& Customs & Folklore)
  -DI Disasters (Fire, Earthquakes, Plagues, etc.)
  -EA Earth (Mts., Oceans, Rivers, etc.)
-HI HISTORY
  -AN Ancient (to A. D. 476)
  -CU Current Events
  -ME Medieval (A. D. 476-1450)
  -MO Modern (after A. D 1450)
-MA MAPS
  -AT Atlas
  -CI City Maps
  -FO Foreign Countries (Put indiv. name under code on map)
  -HI Historic Maps
  -PI Pictorial Maps (Resources, Scenic wonders, etc.)
  -RO Road Maps
  -TR Travel (Parks, Travel Tips, etc.)
  -US United States
  -WO World Map
-PO POLITICAL SCIENCE
  -CO Communism (History & Philosophy)
  -DE Democracy
  -FA Facism
  -GO Government
  -SO Socialism
  -UN United Nations
  -WA War & Peace

SERMON INDEX

(Adaptation of the Classification Index)

SERMON HEADING:		Include under each sermon heading on the left the corresponding headings from the Classification Index as listed on the right:
ATT	ATTITUDES (toward God)	LI—AT
BIB	BIBLE	BI—all
CHU	CHURCH	CH—all (except as fits under PRO below) ED—all RE—all SC—BU
ESC	ESCHATOLOGY	ES—all
EVA	EVANGELISM	EV—all
FRU	FRUIT OF THE SPIRIT	LI—FR
GOD	GOD	GD—all
HOL	HOLY SPIRIT	HO—all
JES	JESUS CHRIST	JE—all
MAN	MAN	MA—all
MIS	MISSIONS	MI—all
PRA	PRAYER	LI—PR
PRO	PROGRAMS (Under this heading, include any outline, order of worship, program, etc., that is not a regular sermon)	PR—all CH—PA—FU CH—PA—WE
SAL	SALVATION	SA—all
SAN	SANCTIFICATION	LI—BI LI—RE LI—GU LI—SA LI—IN LI—ST LI—ME
SIN	SINS	SI—all
VIC	VICTORY	LI—VI

(For Classification Index headings not listed above, file the particular sermon under the most appropriate sermon heading)

ALPHABETICAL INDEX
Christian Worker's Filing System

This index lists hundreds of topics in alphabetical order. It will tell you immediately where to file or to find material on any topic, by referring you to the code of the proper Classification Index heading under which the material should be filed.

A

Abiding in Christ: LI-AT-OB
Ability: LI-ST-TA
Accounting: CH-AD-FI
Accreditation of schools: ED-AC
Achievement: LI-FR-FA
Acts: B-NA
Adam: B-OB/MA-NA-IM/SI-FA
Administration: CH-AD/ED-SU-OR/EV-CL-AD
Adoption: SA-AD
Adultery: SI-AD
Advent, Second: ES-SE
Adversity: LI-FR-PE
Advertising, Church: CH-PR
Affliction: LI-FR-PE
After death: ES--
Aged, The: MA-SO
Age-group Characteristics: MA-PS-CH
Agnosticism: GD-VI-AG
Agriculture: SC-AG
Alcoholism: SI-AL
Almanac: LA-BI-ST
Altar, Family: MA-FA-LA
Ambition, Christian: LI-FR-FA
Ambition, Worldly (See Vanity): LI-FR-JO
Amusements, Worldly: SI-WO
Anecdotes: LA-BI-IL
Angelology: ES-AN
Anger: LI-FR-GE
Animal Husbandry: SC-AN
Animals of Bible: BI-SP
Annihilationism: ES-IM
Anniversaries: SP-AN
Anointment of Holy Spirit: HO-IN
Answers, Prayer: LI-PR-AN
Anthropology: MA-AN
Antichrist: ES-TR-AN
Antiquities, Bible land: BI-LA-AN
Apologetics: BI-TH-AP
Apostasy: ES-AP
Appearance, Speaker's: LA-SP-DE
Appearances, Christ's post-resurrection: JE-RE
Appropriation: LI-AT-AP
Aramaic: LA-AR
Archaeology, Bible: BI-LA-AR
Armageddon: ES-TR-AR
Armed Forces: SC-OC
Arminianism: BI-TH-AR
Art: SC-AR
Ascension, Christ's: JE-RE
Asia-Minor: BI-LA-AS/MI-FI-NE
Assurance: SA-AS
Assyria: BI-LA-ME/MI-FI-NE
Astrology: RE-CU-AS
Astronomy: SC-AS
Atheism: GD-VI-AT
Athletics and Equipment: PR-AT
Atlas, Bible: BI-LA-AT
Atonement: SA-CR
Attendance, Church & S.S.: CH-AT
Attendance, methods of increasing: CH-PR
Attitude toward the Church: CH-AT
Attitudes toward God, Christian's: LI-AT
Attitude toward Minister: CH-PA-TR
Attributes, Christ's: JE-CH
Attributes of God: GD-AT
Audio-visual Aids: VA
Avarice: SI-CO

B

Babylon: BI-LA-ME/MI-FI-NE
Backgrounds, Bible: BI-LA-AN
Backsliding: LI-VI-BA
Banquets, Picnics: PR-BA
Baptism: CH-OR-LO
Baptism of Holy Spirit: HO-BA
Barthianism: RE-MO-NE
Benevolence: LI-FR-GO
Bereavement: LI-FR-PE
Bible College: ED-TH-BI
Bible in public schools: ED-BI
Biblical Standard: LI-BI
Bible Study: BI-ST/LI-PR-QU
Bible-Textual: B
Bible-Topical: BI
Bibliography: LA-BI
Biography, Bible: B-G-B/B-OB/B-NB
Biography, non-biblical: BO
Biology: SC-BI
Birth, Christ's: JE-HU/SP-CH
Birthdays: SP-BI
Blasphemy: HO-OF/SI-SW
Blindness, Physical: MA-SO-HA
Blindness, Spiritual: SI-FA-NA
Blood of Christ: SA-CR
Body of Christ: CH-AD-FU
Book Lists: LA-BI-BO
Books: LA-BI
Books of Bible: B--
Bride of Christ: ES-CH
"Brotherhood of Man": GD-CR-FA
Budget, Church: CH-AD-FI
Budget, Personal: SC-EC
Building: SC-BU
Buildings, Bible: BI-BU
Bulletins: LA-PU

C

Calendar, Bible: BI-SP
Calendar, Sunday School: ED-SU-CA
Calendars: LA-PU
Call, Missionary: MI-CH
Call to preach: CH-PA-CA
Call to Salvation: SA-CA
Calling of Church: CH-AD-FU
Calvinism: BI-TH-CA
Campaigns, Conferences, Conventions: PR-CA
Camps: EV-CL
Canon, Scripture: BI-IN-CA
Capital Punishment: MA-SO-LA
Card Playing: SI-WO-CA
Carnality: LI-VI/SI-WO
Catechisims: CH-CR
Centers: EV-CL
Ceremonial law: GD-SO-LA
Chaplaincy: EV-SE
Character, Christ's: JE-CH
Character of Minister: CH-PA-LI
Characters, Bible: B-G-B/B-OB/B-NB/B-NA-P/JE
Charismata: HO-GI
Charts: VA-CH
Chastening: LI-FR-PE/SI-WA
Cheating: SI-LY
Cheerfulness: LI-FR-JO
Chemistry: SC-CH
Child evangelism: EV-CH
Child Psychology: MA-PS-CH
Childhood, Christ's: JE-HU
Children's Books: LA-BI-CH
Children's Day, S.S.: ED-SU-CA
Children's work: EV-CH
Choir: MU-SA-VO
Christ: B-NG/ES-SE/JE
Christian Life: LI

Christian personalities: BO-CH
Christian schools: ED-CH
Christmas: SP-CH
Christmas Music: MU-CH
Chronology, Bible: BI-CH
Church: CH
Church Buildings: SC-BU-CH
Church & Israel: ES-CH
Church Newspaper: LA-PU
Church in prophecy: ES-CH
Cigarettes: SI-WO-TO
Civil law: GD-SO-LA
Classification Systems: LA-SC
Cleansing: SA-JU
Clubs: EV-CL
Collected Works: LA-BI-CO
College: ED-AC, CO, HI, LI, PH, SE, TH
Comfort: LI-FR-PE
Comic Books: SI-WO-LI
Commands: LI-BI
Commentaries: B-G-C
Committees, Church: CH-AD-OR
Communication: LA-SP-CO
Communications: SC-CO
Communion: CH-OR-LO
Communism: WO-PO-CO
Comparative Religions: RE-CO
Compassion & zeal: EV-CO
Composition: LA-WR
Concerts: PR-MV
Concordances: BI-CO
Conditions, Prayer: LI-PR-CO
Confessions: CH-CR
Conscience: MA-NA-CO
Consistency: LI-FR-FA
Consolation: LI-FR-PE
Constitution: CH-AD-CO
Contentment: LI-FR-PE
Contests: PR-CO
Control of Holy Spirit: HO-FU
Conquest of Sin, Christ's: JE-CH
Conversion: SA-CO
Conviction: SI-FA-GU
Cooperation: LI-FR-FA
Correspondence Courses: ED-CO
Counselling: CH-PA-CO
Courage: LI-FR-FA
Courtship: MA-FA-LO
Covenant, Church: CH-CR
Covenant Theology: BU-TH-CO
Covetousness: SI-CO/MA-PH-MA
Crafts: SC-CR
Creator: GD-CR
Creeds: CH-CR
Crime: MA-SO-LA
Crisis, Christian Life: LI-SA-CR
Criticism, Higher: BI-IN-HI
Criticism, Textual: BI-IN-TE
Cross: SA-CR
Cross-reference books, Bible: BI-TO
Crown, Christian's reward: ES-JU
Cults & Isms: RE-CU
Culture, Bible lands: BI-LA-AN
Curios: VA-MI
Current Events: Wo-HI-CU
Curriculum, Sunday School: ED-SU-CU
Customs: WO-GE-CU
Customs, Bible: BI-LA-AN

D

Dancing: MU-SE/SI-WO-DA
Days, Special: ED-SU-CA/PR/SP
Deacons: CH-AD-OR
Death, Christ's: JE-PA
Debating: ED-TE-DB
Deceit: SI-LY
Decision: LI-AT-SU/LI-SA-CR/SA-CO, EL
Decorations: PR-DE
Decrees of God: SA-EL
Dedication: LI-AT-SU
Deism: GD-VI-DE
Deity, Christ's: JE-DE
Delinquency: MA-SO-JU
Deliverance: LI-VI/SA-JU, RE/SI
Delivery: LA-SP-DE
Democracy: WO-PO-DE
Demonology: ES-AN-DE
Demonstration: ED-TE-DE
Denominations: RE-DE
Departments, S.S.: ED-SU-DE
Depravity: SI-FA-NA
Description of Christian Life: LI-BI
Desire: LI-AT-DE
Devil: ES-AN-SA
Devotion: LI-AT-DE
Devotions: LI-PR-QU
Dichotomy & Trichotomy of Man: MA-NA-DI
Dictionaries: LA-EN
Dictionaries, Bible: BI-DI
Difficult passages in Bible: BI-TH-PR
Diligence: LI-FR-FA
Disasters: WO-GE-DI
Discipleship: EV-FO/LI-AT-OB
Discipline: LI-FR-FA, SE
Discipline, Church: CH-AD-DI
Discord: LI-FR-CE
Discouragement: LI-FR-PE
Discussion: ED-TE-DI
Disobedience: LI-AT-OB
Dispensationalism: BI-TH-DI
Divine Healing: HO-GI-HE
Divorce: MA-FA-DI
Drama: PR-DR
Drawing: VA-DR
Dress: SC-HO
Drifting: LI-VI-BA
Drug Addiction: SI-NA
Drunkenness: SI-AL
Dualism: GD-VI-DU
Duties of Minister: CH-PA-LI
D.V.B.S.: ED-VBS

E

Early Church: CH-HI-EA
Earnest of Holy Spirit: HO-BA
Earnestness: CH-PA-LI/EV-CO/LI-AT-DE/LI-FR-FA/SA-CO-RE/SI-HY
Earth: WO-GE-EA
Easter: SP-EA
Easter Music: MU-EA
Economics: SC-EC
Ecuminicism: RE-MO-EC
Education: ED
Educational Buildings: SC-BU-ED
Egypt: BI-LA-EG/MI-FI-ME
Elders: CH-AD-OR
Election: SA-EL
Emotions: MA-PS-PE
Encouragement: LI-FR-GE, PE
Encyclopedia, Bible: BI-EN
End time: ES-SI
Engineering: SC-EN
English: LA-EN
Epistles, General: B-NO
Epistles, Pauline: B-NE
Eschatology: ES
Esctalology, views of: ES-VI
Eternal Life: ES-IM
Eternal Punishment: ES-HA
Eternity of God: GD-AT-ET
Ethics: MA-PH-ET
Ethics of Minister: CH-PA-LI
Etiquette: SC-HO
Evangelical Free Church: RE-DE-EF
Evangelical-Fundamental Issues: RE-MO-EV
Evangelical Teacher Training: ED-TR
Evangelism: EV
Evangelists: BO-PR
Evidence: BI-TH-AP
Evil: LI-VI/SI
Evolution: GD-CR-EV
Example, Christian's: LI-IN
Example in Scripture: LI-BI
Excuses: SI-EX
Exegesis: BI-HE-EX
Existence of God: GD-EX
Existence of Holy Spirit: HO-PE

Existentialism: MA-PH/RE-MO-NE
Expressional training groups: ED-TU

F

Fairs: EV-OP
Faith, Attitude: LI-AT-TR
Faith, Prayer: LI-PR-CO
Faith, Saving: SA-CO-FA
Faithfulness: LI-FR-FA
Faithfulness of God: GD-SO-PR
Fall of Man: SI-FA
Fame, Futility of (See Vanity): LI-FR-JO
Family Relationships: MA-FA
Fascism: WO-PO-FA
"Fatherhood of God": GD-CR-FA
Father: SP-FA
Fear: LI-FR-PE
Features of Bible lands: BI-LA-FE
Fellowship: LI-FR-LO
Fiction: LA-BI-FN,-FR
Fields, Missions: MI-FI
Fields of learning: ED-FI
Filing System: LA-SC
Finance: CH-AD-FI
Firstfruits of Holy Spirit: HO-BA
Flag, Flags, & Flag Day: SP-FL
Flannelgraph: VA-FG
Flash Cards: VA-FL
Follow-up: EV-FO
Folly of the Wicked (See Vanity): LI-FR-JO
Forbearance: LI-FR-PA
Foreign Languages: LA-FO
Forgiveness, God's: SA-JU
Forgiveness, Man's: LI-FR-GE
Founding of Church: CH-HI-FO
Freedom: LI-VI/SA-GR, JU
Free will: SA-EL
Friendship: MA-FA-LO
Fruit of the Spirit: LI-FR
Fulness of Holy Spirit: HO-FU
Function of church: CH-AD-FU
Fundamentalism: RE-MO-EV
Funerals: CH-PA-FU

G

Gambling: SI-ST
Games: PR-GA
Generosity: LI-FR-GO
Gentleness: LI-FR-GE
Geography: WO-GE
Geography of Bible lands: BI-LA
Geology: SC-GE
Gifts of Holy Spirit: HO-GI
Glorification: ES-RA
Glorification, Christ's: JE-GL
Glory, Worldly (See Vanity): LI-FR-JO
Glossalalia: HO-GI-TO
Gluttony: SI-GL
God: GD
Godliness: LI-SA
Goodness: LI-FR-GO
Goodness of God: GD-AT-GR
Good Friday: SP-EA
Good Works: SA-CO-LE
Gospel: SA-CR
Gospels: B-NG
Gossip: LI-FR-GE
Government: WO-PO-GO
Government, Church: CH-AD-OR
Government of God: GD-SO
Grace, Growth in: LI-SA-GR
Grace of God: GD-AT-GR
Grace vs. Law: SA-GR/GD-SO-LA
Grace, Means of: See "Means..."
Grammar: LA-EN,-GR,-HE
Gratitude: LI-FR-GE/SP-TH
Great Commission: MI-CH
Great Tribulation: ES-TR
Greece: BI-LA-AS/MI-FI-EU
Greed: SI-CO
Greek: LA-GR
Growth, Christian: LI-SA-GR
Guidance: CH-PA-CO/LI-GU
Guilt: SI-FA-GU

H

Habit: LI-VI/SI
Hades: ES-HA
Handcraft: SC-CR/VA-HA
Handbook, Bible: B-G-H
Handicapped: MA-SO-HA
Happiness: LI-FR-JO
Harmonies, Bible: BI-HA
Hatred: LI-FR-LO
Healing: HO-GI-HE
Health: SC-HE
Heathen: MI-CH/SI-FA
Heaven: ES-HE
Hebrew Language: LA-HE
Hell: ES-HA
Helpfulness: LI-FR-GO
Henotheism: GD-VI-PO
Heresy: BI-TH
Hermeneutics: BI-HE
Higher Criticism: BI-IN-HI
Historical survey, Bible: BI-LA-HI
History: WO-HI
History of Bible lands: BI-LA
History, Church: CH-HI
History of Language: LA-HI
History, O.T. Books: B-OH
History of Preaching: CH-PA-PR
History, Relig. Education: ED-HI
History, Revivals: LI-RE
History of Theology: BI-TH-HI
Holiness: LI-SA
Holiness of God: GD-AT-HO
Hollywood: SI-WO-MO
Holy Spirit: HO
Home Economics: SC-HO
Home, Christian: MA-FA-CH
Homes, Bible: BI-BU-HO
Homiletics: LA-SP-HO
Honesty: SI-LY
Hope: LI-FR-PE
Hospital visitation: EV-VI
Houses: SC-BU-HO
Humanism: MA-PH-HU
Humanity, Christ's: JE-HU
Humility: LI-FR-HU
Humor-Jokes: LA-BI-HU
Hunger: LI-AT-DE
Hypnotism: MA-PS-PH
Hypocrisy: LI-IN/SI-HY

I

Identification with Christ: LI-SA-UN
Identification with man, Christ's: JE-HU
Idolatry: GD-VI-PO
Illustrations: LA-BI-IL
Image of God: MA-NA-IM
Imagination: MA-PS-ME
Immensity of God: GD-AT-IM
Immorality: SI-IM
Immortality: ES-IM
Immutability of God: GD-AT-IN
Incarnation, Christ's: JE-HU
Independence Day: SP-IN
Indifference: LI-AT-DE
Indwelling Holy Spirit: HO-BA
Infilling of Holy Spirit: HO-IN
Infinity of God: GD-AT-IN
Influence: LI-IN
Influence of Bible: BI-IN-IN
Innocence: MA-NA-IM
Inspiration, Bible: BI-IN
Intercession: LI-PR-IN
Intercession, Christ's: JE-PR
Intermediate state: ES-IN
Introduction, Bible: B-G-I/BI-IN
Intuition: MA-PS-PH
Invitation, Handling the: EV-IN
Iran: BI-LA-PE/MI-FI-NE
Iraq: BI-LA-PE/MI-FI-NE
Israel, God's plan for: ES-JE
Israel, Maps: BI-LA
Israel & the Church: ES-CH

J

Jerusalem: BI-LA-JE/MI-FI-IS
Jesus Christ: B-NG/ES-SE/JE
Journalism: LA-WR
Jewish evangelism: MI-FI-IS
Jews, God's plan for: ES-JE
Joy: LI-FR-JO
Judgments: ES-JU
Justice of God: GD-AT-HO
Justification: SA-JU
Juvenile Delinquency: MA-SO-JU

K

Kindness: LI-FR-GE
"Kingdom of heaven" views: ES-CH
Kings, non-biblical: BO-RU
Kingship, Christ's: JE-GL
Kingdom of God & of Heaven: ES-CH
Knowledge: LI-AT-AP

L

Labor Day: SP-LA
Lake of Fire: ES-HA
Language: LA
Language, Bible: BI-NE-LA
Languages, Foreign: LA-FO
Lands, Bible: BI-LA
Last days: ES-SI
Latin: LA-LA
Law, O.T. Books: B-OL
Laws of God: GD-SO-LA
Law vs. Grace: SA-GR/GD-SO-LA
Law & Order: MA-SO-LA
Leaders, non-biblical: BO-RU
Leadership: MA-PS-LE
Learning, Fields of: ED-FI
Lecture: ED-TE-LE
Legalism: SA-CO-LE
Letters, Missionary: MI-LE
Letter writing: LA-WR
Lexicons: LA-GR,-HE
Liberal Arts Christian Colleges: ED-LI
Liberalism: RE-MO-LI
Library: LA-SC
Life: ES-IM/GD-CR/LI/MA-NA/SA-RE
Life, Christian: LI
Life, Christ's: JE-LI
Life, God is: GD-NA-PE
Life, Minister's: CH-PA-LI
Life, Missionary: MI-LI
Light, Christian's: LI-IN
Linguistics: LA-LI
Literature: EV-LI/LA
Literature, Indecent: SI-WO-LI
Literature, S.S.: ED-SU-CU
Logic: MA-PS-ME
Loneliness: LI-FR-PE
Longsuffering: LI-FA-PA
Lord's Day: SP-SA
Lord's Supper: CH-OR-LO
Lost soul: SI-FA
Love: LI-FR-LO
Love & Courtship: MA-FA-LO
Love of God: GD-AT-LO
Loyalty: LI-AT-OB/LI-FR-FA
Lukewarmness: LI-AT-DE
Lying: SI-LY

M

Magazines: LA-PU
Man: MA
Manuscripts, Bible: BI-IN-MA
Maps: WO-MA
Maps, Bible lands: BI-LA-AT
Mariolatry: RE-CO-RO
Markets, Writing: LA-WR
Marriage & Divorce: MA-FA-DI
Marriage & Sex Education: MA-FA-MA
Mass evangelism: EV-MA
Materialism: MA-PH-MA
Mathematics: SC-MA
Means of grace: LI-ME
(Bible: BI-ST/LI-PR-QU.
Prayer: LI-PR.
Church: CH-AT.
Fellowship: LI-FR-LO.
Christian Service: EV.)
Measures, Bible: BI-SP
Mediator: JE-PR
Medicine: SC-HE
Meditation: BI-ST/LI-PR-QU
Medo-Persia: BI-LA-PE/MI-FI-NE
Meekness: LI-FR-HU
Memorial Day: SP-ME
Memory: MA-PS-ME
Mental Accomplishment: MA-PS-ME
Mercy of God: GD-AT-GR
Mesopotamia: BI-LA-ME/MI-FI-NE
Messiahship: JE-GL
Methods of teaching: ED-TE
Methods, Missionary: MI-PO
Middle Ages, Church: CH-HI-MI
Military leaders: BO-RU
Millennium: ES-MI
Mimeograph: LA-PR
Minister, The: CH-PA
Ministry of Women: CH-AD-OR
Miracles: JE-MI
Missions: MI
Mission of Church: CH-AD-FU
Missionaries: BO-MI
Missionary & Music: MU-MI
Models: VA-MO
Modern Church: CH-HI-MO
Modern issues: RE-MO
Modesty in dress: SI-IM
Money-Stewardship: LI-ST-MO
Moral law: GD-SO-LA
Morality: SI-IM
Mother: SP-MO
Movies: SI-WO-MO
Murder: SI-MU
Music: MU
Music Fests: PR-MU
Mysteries: BI-TH-PR

N

Names of God: GD-AT-NA
Names of Holy Spirit: HO-NA
Narcotics: SI-NA
Natural Man: SI-FA-NA
Nature of God: GD-NA
Nature of Man: MA-NA/SI-FA
Nature, Seeing God in: GD-CR-NA
Neo-evangelicalism: RE-MO-EV
Neo-orthodoxy: RE-MO-NE
New Birth: SA-RE
New Testament: B-N
New Year: SP-NE
Newspaper, Church: LA-PU
Notes, Speech: LA-SP-PR
Notebooks: ED-TE-NO
Nuclear: SC-PH
Numerology, Bible: BI-SP
Nutrition: SC-HE

O

Obedience: LI-AT-OB
Object Lessons: VA-OB
Obscene Literature: SI-WO-LI
Occupations: SC-OC
Offences against Holy Spirit: HO-OF
Officers, Church: CH-AD-OR
Old Testament: B-O
Omnipotence: GD-AT-PO
Omnipresence: GD-AT-IM
Omniscience: GD-AT-WI
Oneness of the Trinity: GD-NA-UN
Open air evangelism: EV-OP
Ordinances, Church: CH-OR
Ordination, Minister's: CH-PA-CA
Organizations: CH-AD-OR/EV-CL-OR/EV-YO/MI-SO
Organization, Church: CH-AD-OR
Organization, Library: LA-SC
Organization, Sunday School: ED-SU-OR

Origin of Church: CH-HI-FO
Original State of Man: MA-NA-IM

P

Pacifism: WO-PO-WA
Palaces, Bible: BI-BU-PA
Palestine: BI-LA-PA/ MI-FI-IS
Panel: ED-TE-PA
Pantheism: GD-VI-PA
Parables: BI-HE-PA
Paradise: ES-HE
Parents & Parental Example: MA-FA-CH
Parlimentary Procedure: CH-AD-PA
Passion, Christ's: JE-PA
Passion for souls: EV-CO
Pastoral theology: CH-PA
Pastor, Biographical: BO-PR
Patience: LI-FR-PA
Paul: B-NA-P
Peace: LI-FR-PE
Peace & War: WO-PO-WA
Pedagogy: ED-PE, PH, TE, TR
Perfection, Christ's: JE-CH
Persecution: LI-FR-PA/ CH-HI/ CH-PA-TR
Perseverance of the Saints: SA-SE
Perseverance: LI-FR-FA/ LI-PR-CO
Persia: BI-LA-PE/MI-FI-NE
Personal Evangelism: EV-PE
Personality, Christ's: JE-CH
Personality, God: GD-NA-PE
Personality, Holy Spirit: HO-PE
Personality, Man: MA-PS-PE
Petting: SI-IM
Philosophy: MA-PH
Philosophy, Education: ED-PH
Philosophy, Missions: MI-PO
Photography: SC-AR
Physics: SC-PH
Pictures: VA-PI
Planned Parenthood: MA-FA-MA
Plants in the Bible: BI-SP
Poetry: LA-BI-PO
Policies & Practices, Missions: MI-PO
Political Science: WO-PO
Pollution of Sin: SI-FA-NA
Polygamy: MA-FA-MA
Polytheism: GD-VI-PO
Population: MA-SO-PO
Portions of Scripture: BI-TR
Power of God: GD-AT-PO
Power, Prayer: LI-PR-PO
Praise: LI-PR-WO/SP-TH
Prayer: LI-PR
Preachers: BO-PR/CH-PA
Preaching, Its place & history: CH-PA-PR
Predestination: SA-EL
Pre-existence, Christ's: JE-DE
Pre-incarnation, Christ's: JE-DE
Preparation, Speech: LA-SP-PR
Present Ministry, Christ's: JE-PR
Pride: LI-FR-HU
Priesthood, Christ's: JE-PR
Principles of Teaching: ED-PR
Printing: LA-PR
Problems, Bible & Theology: BI-TH-PR
Problems, Family: MA-FA-PR
Process, Christian Life: LI-SA-CR
Procrastination: SI-PR
Programs: EV-CL-PR/PR
Projected Visual Aids: VA-PR
Projects: ED-TE-PR
Promotion, Church: CH-PR
Promotion Day, S.S.: ED-SU-CA
Promotion, Missions: MI-PR
Prophecy: ES-PR
Prophecy, Bible: BI-HE-PR
Prophecy, O.T. Books: B-OP
Propitiation: SA-JU
Prostitution: SI-IM
Protestantism: RE-DE
Proverbs: B-OW-Pr/ LA-BI-PR
Providence of God: GD-SO-PR
Provision for Christian Living: LI-SA-PR
Psychiatry: MA-PS-PS
Psychic Phenomena: MA-PS-PH
Psychology: MA-PS
Publications: LA-PU
Publicity: CH-PR
Punishment, Eternal: ES-HA
Puppet: VA-PU
Purgatory: ES-IN/RE-CO-RO
Purity: LI-VI/SI-IM
Purpose of Church: CH-AD-FU

Q

Qualifications, Missionary: MI-QU
Qualifications, Minister: CH-PA-LI
Quarterlies, S.S.: ED-SU-LI
Question & answer: ED-TE-QU
Questionable practices: SI-WO
Quiet Time: LI-PR-QU
Quizzes: PR-CO
Quotes: LA-BI-PR

R

Race Relations: MA-SO-RA
Radio & television: EV-RA/ SC-CO
Rally Day, S.S.: ED-SU-CA
Rapture: ES-RA
Reading Rules: LA-RE
Reading Scripture in Public: LA-SP-SC
Reason: MA-PS-ME
Recitation: ED-TE-RC
Reckon: LI-AT-AP
Reconciliation with God: SA-JU
Redemption: SA
Redemption, Progress of: BI-TH-RE
Reference Bibles: B-G-R
Reformation, Mere Human: SA-CO-LE
Reformation, The: CH-HI-RE
Regathering of Israel: ES-JE
Regeneration: SA-RE
Relation of Church & State: CH-ST
Religions: RE
Repentance: SA-CO-RE
Reports: ED-TE-RE
Requirements of Minister: CH-PA-LI
Research: ED-TE-RE
Respect: LI-FR-GE
Resurrection, Christ's: JE-RE
Resurrection, Man's: ES-RE
Retirement: MA-SO-AG
Retreats: PR-RE
Revelation: B-NR
Revelation-Inspiration: BI-IN-RE
Revival: LI-RE
Rewards: ES-JU
Rhetoric: LA-EN
Righteousness of God: GD-AT-HO
Rulers: BO-RU
Rural Life: MA-SO-RU

S

Sabbath: SP-SA
Sacred Music: MU-SA
Sacrifice of Christ: SA-CR
Salesmanship: MA-PS-LE
Salvation: SA
Sanctification: LI-SA
Satan: ES-AN-SA
Sayings: LA-BI-PR
Schedules: ED-SU-CA, CU/ EV-CL-PR/LA-PU
Schools: ED-AC, BI, CH, CO, LI, SE, SU, TH
Schools, Bible in: ED-BI

Schools, Christian: ED-CH
Science & Art: SC
Science, Library: LA-SC
Science & Scripture: BI-IN-SC
Scripture Prayers: LI-PR-SC
Scripture Reading in Public: LA-SP-SC
Seal of Holy Spirit: HO-BA
Seasonal Programs: PR-SE
Second Coming: ES-SE
Secret Societies: RE-CU-SE
Secret Sins: LI-VI-SE
Secular Schools: ED-SE
Security of the Believer: SA-SE
Self-control: LI-FR-SE
Self-denial: LI-AT-SU
Self-existence of God: GD-AT-IN
Selflessness: LI-FR-HU
Self-restraint: LI-FR-SE
Self-righteousness: SA-CO-LE
Seminary: ED-TH-SE
Separation: LI-VI-SE/SI-WO
Sermons, Collections of: LA-BI-SE
Sermon, Homiletics: LA-SP-HO
Service: EV
Servicemen: EV-SE/SC-OC
Sex Education: MA-FA-MA
Sheol: ES-HA
Shut-ins: MA-SO-AG, HA
Signs of the times: ES-SI
Sins: LI-VI/SI
Sins, Secret: LI-VI-SE
Smoking: SI-WO-TO
Social & Fun Songs: MU-SO
Socialism: WO-PO-SO
Socials: PR-SO
Societies, Mission: MI-SO
Sociology: MA-SO
Soul: MA-NA-DI, IM
Soul-sleep: ES-IN
Soul-winning: EV-PE
Sovereign rule of God: GD-SO
Special Days: ED-SU-CA/PR/SP
Special Occasions: PR-SP
Special topics, Bible: BI-SP
Speech: LA-SP
Spirit-filled Life: HO-FU
Spirit, God a: GD-NA-SP
Spirit world: ES-AN
Standard: LI-BI
State & Church relation: CH-ST
Statistics: LA-BI-ST
Statistics, Mission: MI-ST
Stealing: SI-ST
Stewardship: LI-ST
Stories, Visual Aids: VA-ST
Storytelling: ED-TE-ST
Strategy, Missionary: MI-PO
Street meeting: EV-OP
Study, Bible: BI-ST
Submission: LI-AT-SU/LI-FR-GE
Success, Faithfulness needed for: LI-FR-FA
Success, Worldly (See Vanity): LI-FR-JO
Suffering: LI-FR-PE
Sunday School: ED-SU
Sunday School attendance: CH-AT
Support, Missions: MI-PR
Surrender: LI-AT-SU
Survey, Bible history: BI-LA-HI
Surveys, Bible: B-G-S
Swearing: SI-SW
Symbolism, Bible: BI-HE-SY
Symbols of Holy Spirit: HO-SY
Sympathy: LI-FR-PE
Symposium: ED-TE-SY
Synogogue: BI-BU-SY
Synoptic Gospels: B-NG
Systems of Classification: LA-SC

T

Tabernacle, O.T.: BI-BU-TA
Talents: LI-ST-TA
Tasks of Church: CH-AD-FU
Teachers: ED-SU-DE/ED-TR
Teaching: ED-HI, PE, PH, PR, SU, TE, TR
Teams, Gospel: EV-TE
Team-Work: MA-PS-LE
Techniques of teaching: ED-TE
Television: EV-RA/SC-CO/SI-WO-TE
Temper: LI-FR-PA
Temperament: MA-PS-PE
Temperance: LI-FR-SE/SI-AL
Temple, Bible: BI-BU-TE
Temptation: LI-VI-TE
Testament, New: B-N
Testament, Old: B-O
Testimony, Christian's: LI-IN
Testimonies: SA-TE
Testing: LI-FR-PE
Tests, Psychological: MA-PS-TE
Textual Criticism: BI-IN-TE
Thanksgiving: SP-TH
Theological schools: ED-TH
Theology: BI-TH
Theology, History of: BI-TH-HI
Theory of Education: ED-PH
Theophany: JE-DE
Time - Stewardship: LI-ST-TI
Times of the Gentiles: ES-CH
Tithing: LI-ST-MO
Tobacco: SI-WO-TO
Tongue: LI-FR-GE/SI-LY, SW
Tongues, Gift of: HO-GI-TO
Tolerance: LI-FR-GE
Topical Bibles: BI-TO
Topics, Bible: BI-SP
Tracts: EV-LI
Training of teachers: ED-TR
Training unions: ED-TU
Translation: LA-LI
Translations, Bible: BI-TR
Transportation: SC-TR
Travel: WO-MA-TR
Treatment of Minister: CH-PA-PR
Trial, Christ's: JE-PA
Trials, Life's: LI-FR-PE
Tribulation, Great: ES-TR
Trinity: GD-NA-TR
Trust: LI-AT-TR
Turkey: BI-LA-AS/MI-FI-NE
Typing: LA-PR
Typology; Bible: BI-HE-TY

U

Unbelief: ES-AP/GD-VI/LI-AT-TR/LI-PR-CO/SA-CO-FA/SI-PR, WA
Union, Training: ED-TU
Union with Christ: LI-SA-UN
United Nations: WO-PO-UN
Unity & Division: RE-MO-UN
Unity of God: GD-NA
Unpardonable Sin: HO-OF
Urban Life: MA-SO-RU

V

Vanity: Put anything regarding worldly ambition, fame, folly, glory and success under LI-FR-JO
Vatican: RE-CO-RO
Veracity of God: GD-SO-PR
Versions, Bible: BI-TR
Veteran's Day: SP-VE
Victory: LI-VI
Views of God: GD-VI
Views of Eschatology: ES-VI
Virgin Birth: JE-HU
Vision: EV-CO/LI-FR-FA
Visitation: EV-VI
Visual Aids: VA
Vocabulary: LA-EN
Vocational Guidance: CH-PA-CO
Voice Training: MU-VO

W

War & Peace: WO-PO-WA
Warning: SI-WA

Weddings: CH-PA-WE
Weights, Bible: BI-SP
Welfare: MA-SO-WE
Whiskey: SI-AL
Wife, Minister's:
CH-PA-WI
Will of God: LI-GU
Wine in the Bible: SI-AL
Wisdom of God: GD-AT-WI
Widsom, O.T. Books: B-OW
Witchcraft: ES-AN-DE
Witnessing: EV-PE/LI-IN
Witness of the Spirit:
SA-SE
Woman's place in the
Church: CH-AD-OR
Word studies, Bible: BI-WO
Work of Holy Spirit: HO-WO
Works for Salvation:
SA-CO-LE
World: MI-FI/WO
Worldliness: SI-WO
Worry: LI-FR-PE
Worship: LI-PR-WO
Worship Programs: PR-WO
Writing: LA-WR

Y

Year Books: LA-PU
Yield: LI-AT-SU
Young People's Books:
LA-BI-YO
Youth Programs: PR-YO
Youth work: EV-YO

Z

Zeal & Compassion: EV-CO
Zionism: MI-FI-IS